



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
02-2007

OPEN TO: All Interested Candidates
POSITION: Human Resources Assistant – Grade 7
OPENING DATE: 06 February 2007
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: AD 630,372* (Grade 7)

*This represents the total annual compensation including salary, bonus and benefits.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

- Basic Function of the Position:

This position shares responsibility for the Locally Engaged Staff (LES) personnel and recruitment program with the Human Resources (HR) Assistant. The responsibilities include recruitment, orientation, and maintaining recruitment files and databases for LES employees. This employee is also responsible for (Eligible Family Member) EFM recruitment and the administration of the post's training program and career development program for LES employees.

Major Duties and Responsibilities:

This employee:

- receives requests for advertising vacant positions and brings them to the attention of the HR Specialist, who reviews the Position Description (PD) and determines, in consultation with the section supervisor, if the PD is accurate or needs re-writing/reclassification.
- drafts and advertises job announcements, identifies new sources of recruitment, and publicizes job announcements in the media through the Embassy website and local Internet.
- responds to telephone inquiries about openings, maintains recruitment files, pre-screens applications, evaluates qualifications, and schedules and participates in the interviews.
- advises American supervisors on hiring procedures and terms of employment for a particular candidate.

30% of time

- coordinates all paperwork for employment including security and medical clearances, opens new employee official personnel files and prepares all paperwork for appointments, including job offer letters, rejection letters and personal services agreements.

25% of time

- administers the EFM program, requesting preparation of the PD from the hiring supervisor and telegraphic authorization to establish and fill EFM positions from the Family Member Administration Bureau coordinator.

- tracks annual review dates to ensure EER preparation by supervisors and the timely processing of personnel actions for Within Grade Increases (WGIs).
- Remains thoroughly familiar with changing requirements regarding EFM employment.

25% of time

- coordinates with American supervisors as to training needs, searches for training opportunities, and requests annual updates of the Individual Development Plans and maintains the training plan database.
- coordinates with the Budget and Fiscal Section (B&F) to monitor the training budget, maintains spreadsheets on training expenditures and prepares nominations for enrollment into training courses.
- informs employees and supervisors of acceptance, hands out information sheets for training, processes training agreements and monitors the receipt of the "Training Evaluation Questionnaires" and training certificates.
- is responsible for requesting official visas from other embassies for LES.

15 % of time

- provides other back up and assistance to section employees as directed by supervisor.

5 % of time

Required Qualifications:

- 1. Education:** Completion of a university degree is required.
- 2. Prior work experience:** Requires two to three years of progressively responsible experience in recruitment, human resources or a closely related field.
- 3. Post-entry training:** Receives on-the-job training on the Time and Attendance (T&A) application. Needs regional or FSI training for LES recruitment processing.
- 4. Language proficiency:** Level IV English required in communicating effectively, both orally and in writing, with American supervisors. Requires oral and written Level IV Arabic and French.
- 5. Job knowledge:** Must have a good working knowledge of portions of Foreign Affairs Manual and Handbook pertaining to LES employment. Must have a good working knowledge of office procedures, policies and procedural requirements pertaining to personnel functions performed. Requires detailed knowledge of the Local Compensation Plan and the Post LES Handbook. Requires general knowledge of HR Office procedures in order to fill in for or assist other HR section employees.
- 6. Skills and abilities:** Must have good computer skills in MS Word, Excel, MS Access, and PASS applications. Must have strong communication and service-oriented interpersonal skills. Needs the ability to work independently and set priorities to complete work assignments in a timely manner. Must have the ability to independently research and apply regulations correctly. Must give sound advice to American and LES employees and know when to refer more complex and sensitive cases to the HR Specialist.

Position Elements:

1. Supervision received: Receives direct supervision from the HR Specialist. While the incumbent works independently; he/she will be receiving guidance and instructions on special projects from the HR Specialist.

2. Supervision exercised: N/A

3. Available Guidelines: State Department 3FAM, 3FAH, DSSR, LES Handbook and LCP, social security laws, various local law publications.

4. Exercise of judgment: Judgment is exercised in determining workload priorities, when to follow up on pending issues and when to refer a case or a client to the HR Specialist. The incumbent is required to apply sound judgment in interpreting USG regulations and in evaluating applicant's qualifications before referring them to the selecting supervisor.

5. Authority to make commitments: N/A. Within applicable guidelines, regulations and procedures, the incumbent has the authority to provide information to customers on entitlements, eligibility requirements, and to follow up on pending issues.

6. Nature, level and purpose of contacts: The incumbent maintains good working relationships with all levels of Mission employees in order to disseminate information and expeditiously resolve problems/discrepancies. Maintains working level contacts with the Office of Labor in order to resolve various issues.

7. Time Required to Perform Full Range of Duties after Entry in to the Position: One year.

Additional Selection Criteria:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are NOT eligible to apply.
3. EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

- Selection Process:

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

- To Apply:

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.

- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure to return them back.

Interested applicants may choose to submit the below application form with the packet detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
- Can be submitted if selected for an interview.

Unless the above documents are submitted, applications will not be considered.

Point Of Contact:

Submit Application to: **Human Resource Office**

Attention: Human Resources Assistant, Vacancy Announcement 02-2007

Point of Contact: Human Resource Office

Phone: 69-12-55 ext. 2025/2226/2096/2022

Fax: 69-39-79

E-mail: USEmbassyAlgiers_app@state.gov

CLOSING DATE FOR THIS POSITION: Open Until Filled